

APC Teleconference Meeting Minutes

Meeting Name	APC Monthly Teleconference
Meeting Chair	DON eBusiness Office
Date	29 July 2004
Time/Location	2:00 – 3:00 pm

Attendees:

<u>ATTENDEES</u>		
FSA	UNSECNAV	CNR
BUPERS	NAVSUP	NAVSEA
NAVFAC	DIRSSP	MSC
SPAWAR	CNI	CLF
COMPACFLT	SPECWAR	NETC
DON eBUSOPSOFF	CitiBank	FMO

Meeting Agenda/Objective Items

Item #	Objectives
1.	Program Update
2.	Delinquency Reporting
3.	Credit Balances
4.	Roll Call
5.	APC/AO Waivers
6.	PAT (Program Audit Tool)
7.	LOA Rollover
8.	CCRS Issues/Updates

Meeting Minutes / Action Items

Item #	Meeting Minutes Description
1.	Program Update <ul style="list-style-type: none">Staff Changes in DON eBUSOPSOFF were noted
2.	Delinquency Reporting <ul style="list-style-type: none">DON is under 2% standard for 6th month in a row. There are three activities above the standard, NSMA, FSA & NAVFAC. Please complete the reporting form and return to our office by 15 August.
3.	Credit Balances <ul style="list-style-type: none">125 Accounts\$1.2 million dollars in credit balances, concerted effort to get this money backYou can get this report from CCRS or email our office for assistancePaid off four delinquent accounts by moving credit balance funds to the delinquent account with LVL 3

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	approval.
4.	Roll Call – reflected above
5.	APC same as AO Waivers <ul style="list-style-type: none"> Of the waivers requested, 7 were approved, 3 were disapproved with requests for further documentation and 1 didn't require a waiver. If you require a waiver please send it to our office for review.
6.	CitiBank PAT (Program Audit Tool) <ul style="list-style-type: none"> Formerly known as MART, MARROW, PCART Pilot started for NAVSUP, NETC and 8 fleet Activities 26 July 2004 Found that data was skewed so pilot was put on hold until bank could resolve issues, due to restart 1 Aug 2004 5 Web casts were offered to provide training for the pilot participants A "Train the Trainer" Breakout session for the level 3 APCs Level 3 APCs called "Navy Purchase Card HL3 -- Marrow Review" on Thursday, August 26th at 8:30 am - 10:30 am in the Southdown - Sheraton 4th Floor PAT will be reviewed in the general session for all participants as well A training PowerPoint presentation will also be utilized for training once rollout begins If more than one cycle is present for PAT pilot, it won't let you forward the current cycle unless all are completed
7.	LOA Rollover <ul style="list-style-type: none"> Rules are due to our office by COB 30 July Include any changes you want other than beginning and end of fiscal year if you want this office to complete it for you CNI and NETC are going under major transitions that will affect the year end process - no job orders are competed so they will most likely have to enter each line in manually If you come up with a default we can at least enter that in for you and we can get it rolled CNI asked that we don't roll over alternates
8.	CCRS <ul style="list-style-type: none"> Standard reports did not migrate from CitiDirect into CCRS yet We will release a message to the field when it is moved over When it is moved to CCRS, AOs that need access to the CD reports will have to go through the helpdesk to gain access The hierarchy summary report was previously showing credits only but has been corrected We have an open ticket on number of cardholders to AO and APC to CH because the numbers are off